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**NSTISSD No. 900
April 2000**



**Governing Procedures of the
National Security
Telecommunications and
Information Systems Security
Committee (NSTISSC)**

**THIS DOCUMENT PROVIDES MINIMUM STANDARDS. FURTHER
INFORMATION MAY BE REQUIRED BY YOUR DEPARTMENT OR AGENCY.**

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National Security Telecommunications and Information Systems Security Committee



FOREWORD

1. National Security Directive No. 42, entitled, "National Policy for the Security of National Security Telecommunications and Information Systems," dated July 5, 1990, superseded NSDD 145, dated September 17, 1984. It reaffirms the Secretary of Defense as the Executive Agent for National Security Telecommunications and Information Systems Security, and the Director, National Security Agency as the National Manager for National Security Telecommunications and Information Systems Security. The Directive establishes the National Security Telecommunications and Information Systems Security Committee (NSTISSC) as an operating-level interagency group.

2. The accompanying Directive establishes the operating procedures for the NSTISSC and its two permanent Subcommittees: the Subcommittee on Telecommunications Security (STS) and the Subcommittee on Information Systems Security (SISS); and defines the interrelationship between and among the Committee, the Executive Agent, and the National Manager.

3. This Directive supersedes National Security Telecommunications and Information Systems Security Directive No. 900, entitled "Governing Procedures of the National Security Telecommunications and Information Systems Security Committee," dated March 20, 1991.

4. Representatives of the National Security Telecommunications and Information Systems Security Committee may obtain additional copies of this instruction at the address listed below.

ARTHUR L. MONEY
Chairman

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SECTION I - Establishment and Purpose

1. National Security Directive No. 42 entitled, "National Policy for the Security of National Security Telecommunications and Information Systems" (herein referred to as NSD-42), dated July 5, 1990, establishes initial national objectives, policies, and an organizational structure to guide the conduct of national activities directed toward safeguarding, from hostile exploitation, systems which process or communicate national security information; establishes a mechanism for policy development; and assigns responsibilities for implementation. NSD-42 establishes an interagency group at the operating level, an Executive Agent, and a National Manager to implement these objectives and policies. The National Security Telecommunications and Information Systems Security Committee (herein referred to as the NSTISSC or Committee) is established to consider technical matters and develop operating policies, guidelines, instructions, and directives, as necessary to implement the provisions of NSD-42.

2. The purpose of this document is to establish the operating procedures governing the NSTISSC and Subcommittees, as well as delineate the interrelationships between and among the Committee and its members, the Executive Agent, and the National Manager.

SECTION II - Membership

3. The Committee shall be chaired by the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence, ASD (C3I), and be composed of voting representatives from the U.S. Government departments and/or agencies listed in ANNEX A.

4. Heads of departments and agencies listed in ANNEX A, shall designate a primary representative and alternate(s) to serve on and attend Committee functions, meetings, or activities. This designation must be submitted in writing to the Chair and state that the individuals will be empowered to speak for their department or agency. Full name, SSN, mailing address (for receipt of both classified and unclassified documents), email address, fax numbers (secure and unclassified), and telephone numbers must be included.

5. Personnel participating in the activities of the Committee and Subcommittees shall possess, at a minimum, a current TOP SECRET security clearance with SI and TK access. Written verification of security clearances shall be submitted annually.

6. The Committee shall establish criteria and procedures for permanent observers from other departments or agencies affected by specific matters under deliberation. Observers may attend Committee meetings and participate in Committee activities upon invitation of the Chair.

SECTION III - Supporting Structure

7. The Committee shall have two Subcommittees: A Subcommittee on Telecommunications Security (STS) and a Subcommittee on Information Systems

Security (SISS). The Subcommittees shall share information and coordinate recommendations concerning implementation of protective measures. The Subcommittees shall be comprised of representatives from the organizations represented on the Committee.

8. The Committee or Subcommittees, by a majority vote, may establish additional groups to support their activities and responsibilities. The composition of these groups will be determined on a case-by-case basis.

9. The procedures, clearance requirements, and specific responsibilities for these groups shall be governed by separate charter.

10. The Committee shall have a Secretariat staffed and managed by the National Security Agency (NSA). Personnel from member or observer organizations may be assigned to the Secretariat.

SECTION IV - Responsibilities

11. The NSTISSC shall:

a. Develop specific operating policies, objectives, and priorities as may be required to implement NSD-42.

b. Provide national security telecommunications and information systems security (INFOSEC) guidance to U.S. Government departments and agencies.

c. Prepare and submit annually to the Executive Agent an evaluation on the status of national security telecommunications and INFOSEC.

d. Approve the release of INFOSEC products or associated INFOSEC information to foreign governments or international organizations in accordance with the authorities outlined in NSTISSD No. 502 and NSTISSP No. 8.

e. Establish and maintain a national system for promulgating operating policies, directives, instructions, and advisory information. The Executive Secretary, NSTISSC, will be responsible for maintaining the NSTISS issuance system in accordance with NSTISSD No. 901.

f. Establish special groups to support Committee responsibilities, and monitor their progress, and provide guidance.

12. Principal or alternate members to the Committee shall:

a. Focus on national-level Committee roles and responsibilities.

b. Be actively involved in all Committee matters.

c. Be knowledgeable of the Committee structure and processes.

d. Ensure that supporting staffs are properly trained.

- e. Be empowered to act on all Committee issues on behalf of their respective organizations.
- f. Ensure timely staffing of Committee actions within their organizations.
- g. Provide their respective organizations' positions on issues before the Committee.
- h. Serve as representatives to special groups established to support Committee activities, and provide guidance to individuals representing their organizations on other Committee groups.
- i. Keep their respective organizations apprised of Committee issues.
- j. Identify new issues of common concern.
- k. Ensure that Committee issuances receive attention at the appropriate level to implement within their respective organizations, unless a waiver has otherwise been specifically authorized.

13. The Chair shall:

- a. Keep the Executive Agent informed of significant current issues.
- b. Preside over Committee meetings.
- c. Keep members and observers apprised of all Committee activities.
- d. Approve and sign Committee actions.
- e. Assign actions required to support Committee goals and objectives.
- f. Appoint the chairpersons of the two Subcommittees.

14. The specific responsibilities of the Subcommittees are separately delineated in ANNEX B.

15. The Executive Secretary (to include the Secretariat staff) shall:

- a. Provide on-going training to the Committee members regarding the NSTISSC structure, processes, and voting procedures.
- b. Provide administrative support to the Committee, Subcommittees, and special groups.
- c. Maintain official records of meetings and other activities.
- d. Prepare, distribute, and maintain official records of NSTISSC correspondence.

e. Maintain a national system for promulgating NSTISSC operating policies, directives, guidance, or other issuances.

f. Maintain current records of the names and security clearances of all participants.

g. Develop and distribute projected yearly meeting schedules for the Committee and Subcommittees.

16. NSA shall provide personnel, facilities, and support to the Executive Secretary.

SECTION V - Meetings

17. The Committee and Subcommittees shall not convene unless a quorum is present. A quorum shall constitute the presence of more than one half of the membership.

18. The Committee and Subcommittees shall meet at the call of the Chair or, upon request to the Chair by a majority of its representatives. The Committee and Subcommittees shall meet at least once each calendar quarter or more frequently by request of the Chair.

19. Recommended agenda items shall be submitted to the Chair, through the Executive Secretary.

20. Special groups shall meet at the call of their respective Chairs or as established by charter.

21. Notice of scheduled Committee and Subcommittee meetings and proposed agendas shall be provided by the Executive Secretary ten calendar days prior to the meeting date.

22. Minutes of all meetings shall be prepared by the Executive Secretary and submitted to the representatives for review no later than 20 working days following the meeting. The minutes shall include deliberations and decisions.

SECTION VI - Committee Voting

23. All issues before the Committee will be decided and recommendations and decisions made by a simple majority vote (i.e., more than half of those voting).

24. All members shall have one vote on matters before the Committee. The Chair shall vote only in the event of a tie. Voting options include the following:

a. Concur.

b. Concur with comments (conditional concur).

c. Nonconcur: A comment sheet providing a rationale must accompany Nonconcurs.

d. Abstain: Abstentions are encouraged in those instances where a member does not have a vested interest in the subject matter. Members who abstain may document a formal position for the record.

25. Minority views may be submitted at the discretion of any member and are reserved for those instances where a member disagrees with, or otherwise cannot meet the parameters of a specific action or issuance.

26. Observers have no voting privileges. Written comments on issues before the Committee are both expected and encouraged.

27. Representatives shall neither promise nor cast proxy votes.

28. Principal member voting privileges may be delegated within respective organizations. The Executive Secretariat shall be notified when such delegations have been effected and be provided the identity of the individual (see paragraph 4) authorized to cast such votes.

29. Voting shall be accomplished by mail, by electronic means, or at meetings.

SECTION VII - Reporting Procedures

30. The Executive Secretary shall provide members and observers information on all decisions, recommendations, findings, and recorded minority or dissenting views.

31. Representatives to the Committee shall notify the Chair, through the Executive Secretary, of the date and means that NSTISSC issuances have been implemented within their respective organizations.

32. Subcommittees and special group reports and recommendations shall be provided to the Executive Secretary for appropriate action.

Encls:

ANNEX A - NSTISSC Membership

ANNEX B - Charter for Permanent Subcommittees

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ANNEX A

NATIONAL SECURITY TELECOMMUNICATIONS AND INFORMATION SYSTEMS
SECURITY COMMITTEE MEMBERSHIP

Chair

The National Security Telecommunications and Information Systems Security Committee shall be chaired by the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD/C3I).

Representatives

The Committee shall be comprised of a voting representative from each of the following:

Assistant to the President for National Security Affairs
The Secretary of State
The Secretary of the Treasury
The Secretary of Defense
Director, Office of Management and Budget
The Attorney General
The Secretary of Commerce
The Secretary of Transportation
The Secretary of Energy
Director of Central Intelligence
Chairman, Joint Chiefs of Staff
Director, National Security Agency
Administrator, General Services Administration
Director, Federal Bureau of Investigation
Director, Federal Emergency Management Agency
The Chief of Staff, United States Army
The Chief of Naval Operations
The Chief of Staff, United States Air Force
Commandant, United States Marine Corps
Director, Defense Intelligence Agency
Manager, National Communications System

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ANNEX B CHARTER FOR THE PERMANENT SUBCOMMITTEES

SECTION I - Establishment and Purpose

1. This charter establishes and specifies the organization, responsibilities, and missions of the two NSTISSC Subcommittees: the Subcommittee on Telecommunications Security (STS), and the Subcommittee on Information Systems Security (SISS). Nothing in this charter alters or supersedes existing authorities established by public law, including the Computer Security Act of 1987 (P.L. 100-235).

2. Matters under the cognizance of the Subcommittees shall include the following:

- a. Telecommunication technology.
- b. Secure voice systems.
- c. Secure record and data systems.
- d. Space and satellite telecommunications systems.
- e. Command and control telecommunications systems.
- f. Compromising emanations.
- g. Electronic key management/Key management infrastructures.
- h. Operations Security (OPSEC) aspects of telecommunications security.
- i. Information systems security and related topics.
- j. Computer security aspects of telecommunications and network security.
- k. Information Assurance (IA).
- l. Insider threat.
- m. Other related subjects as appropriate.

SECTION II - Responsibilities

3. The STS and SISS are responsible for:

- a. Developing, recommending, and implementing policies, objectives, and priorities required to achieve the objectives of NSD-42.
- b. Maintaining cognizance of information systems security initiatives undertaken within the private sector.
- c. Providing a forum for exchanging telecommunications and information systems security guidelines among NSTISSC members.
- d. Ensuring the development of an annual assessment on the status of national security systems. These assessments will contain information on threats and evidence of exploitation of such systems. This report shall be submitted to the NSTISSC Chair.

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e. Developing telecommunications and information systems security guidance for dissemination to broader audiences. Guidance refers to directions, decisions, instructions, or advice that addresses telecommunications and information systems security standards, criteria, equipment, and applications.

f. Establishing other temporary groups to address specific issues and maintain cognizance of their progress and results. Interaction and coordination among such groups are encouraged and shall take into consideration common areas of interest.

g. Providing status reports and identifying issues that require the attention of the NSTISSC.

h. The Chair may direct other duties and activities to be performed.

SECTION III - Membership

4. The Chair of the NSTISSC will appoint the Chairs of the STS and the SISS.

5. The STS and SISS shall be composed of representatives from each of the NSTISSC voting organizations. STS and SISS principal representatives may have designated alternates to act on their behalf in the event of absences. Both principals and alternates shall be fully empowered to speak for their organizations and to commit resources in support of Subcommittee activities.

6. Observers, as well as representatives from outside the NSTISSC, may be invited to participate in STS and SISS activities.

7. Both the principal and alternate representatives to the Subcommittees shall have TOP SECRET SI/TK security clearances. Clearance certifications shall be forwarded at the direction of the Executive Secretary.

8. Member and observer organizations represented on the STS and SISS shall notify the Executive Secretary in writing of the appointment of their principals and alternates. The Secretariat shall be notified within ten working days of any changes in Subcommittee representation. Membership notifications must include the individual's full name, social security number, telephone/fax numbers, and e-mail and mailing addresses for both classified and unclassified correspondence.

9. Members and observers of the Subcommittees shall ensure that their organizations are represented at meetings.

10. STS and SISS representatives shall respond in a timely manner to all suspense actions. Responses of a representative are the official position of their respective organization and should be fully coordinated.

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SECTION IV - Meetings

11. The STS and SISS shall meet at least once each calendar quarter, or more often at the call of the Chair or a majority of the representatives.

12. Meetings shall not be convened unless a quorum is present. A quorum shall constitute the presence of more than one-half of the members.

13. Recommended agenda items for meetings shall be submitted to the Chair through the Secretariat.

14. Notice of scheduled Subcommittee meetings and final agendas shall be provided to the Executive Secretary ten calendar days prior to the meetings.

15. Minutes shall be prepared by the Secretariat and submitted to the members for review no later than 20 working days following meetings. The minutes shall include Subcommittee deliberations and decisions.

SECTION V - Voting and Procedures

16. For issues internal to the Subcommittees, decisions shall be reached based on a majority vote (i.e., one more than half of the voting members).

17. Voting representatives to the two Subcommittees shall have a single coordinated vote on all issues referred to the Subcommittees for formal review and approval by the NSTISSC. Decisions of the Subcommittees on these issues will be decided by a majority vote (i.e., one more than half of the voting members).

18. Observers as well as representatives from outside the NSTISSC shall have no voting privileges on issues before the Subcommittees, but are expected and encouraged to comment. Representatives of observer organizations may register dissenting opinions with accompanying rationales.

19. Issues to be addressed by the Subcommittees can be submitted by members, observers, or by the NSTISSC. In the case of the latter, the Secretariat will submit such issues and recommendations for action to the Subcommittee Chairs.

20. The Subcommittees shall establish other procedures as may be necessary to conduct their activities.

SECTION VI - Special Groups

21. The Subcommittees are empowered to establish special groups to assist in carrying out their responsibilities. The respective Chairs shall approve the heads of these groups. Special groups shall meet at the call of their respective heads, or as established by separate charter.

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22. Each organization participating in the STS or SISS shall provide representation to at least one special group that reports to their respective Subcommittee.